

EXAMPLE

Abbreviated CE Memo

Please note that this format should only be used for administrative type activities conducted in an office environment where the recipient would have no interaction with the environment.

MEMORANDUM FOR: The Record

FROM: David Givens
Director
NOAA Office of Coastal Studies

SUBJECT: Categorical Exclusion for Grant No. 987-654-32

NAO 216-6, Environmental Review Procedures, requires all proposed projects to be reviewed with respect to environmental consequences on the human environment. This memorandum addresses the applicability of issuing grant number 987-654-32 to The Consortium for Risk Assessment to conduct the activities described below.

Description of project-

Grant number 987-654-32 would award the Consortium for Risk Assessment with \$200,000 to operate and maintain a database for archiving risk assessment data.

Effects of the project-

All work is office based and does not involve significant interaction or impacts to the environment.

Categorical exclusion-

This project would not result in any changes to the human environment. As defined in Sections 5.05 and 6.03c.3(c) of NAO 216-6, the proposed work is administrative in nature and as such it is categorically excluded from the need to prepare an Environmental Assessment.

EXAMPLE